

**CLASS TITLE:           SUPERVISING ELECTRONICS TECHNICIAN  
(EMERGENCY MANAGEMENT AGENCY)**

**Class Code: 02300400  
Pay Grade: 22A  
EO Code: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, organize, supervise and review the work of electronic technicians engaged in testing, installing, servicing or repairing all types of emergency management radiological instruments; to provide technical guidance for the operation of radiological instrument and equipment maintenance and calibration facilities; to assist in the training of state and local defense civil preparedness organization personnel responsible for inspections and operability checks of radiological instruments; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement; assignments are made in broad outline form and work is reviewed for results obtained, and conformance to policies, objectives and accepted practices and procedures.

**SUPERVISION EXERCISED:** Plans, schedules and supervises the work of subordinate technicians, and reviews work in process and upon completion for conformance to assignments and instructions, and results obtained.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, organize, supervise and review the work of electronic technicians engaged in testing, installing, servicing or repairing all types of emergency management radiological instruments such as radiation survey meters, dosimeters, dosimeter chargers and Geiger counters.

To supervise, and provide technical guidance for, and the operation of, a radiological instrument and equipment maintenance and calibration facility.

To schedule and make inspections and calibrations of all types of defense civil preparedness radiation survey equipment.

To supervise the inspections, operability checks, testing, repairing and calibration of emergency management radiation survey instruments, dosimeters and dosimeter chargers, in all state shelters and monitoring stations.

To supervise radiological safety procedures within area of responsibility and make required reports concerning data developed from dosimeter readings and/or film badges.

To assist in the training of state and local emergency management organization personnel to perform operability checks and inspections of radiological instruments.

As required, to make analyses of current operations; to confer with superiors and make recommendations relative to the repair of test instruments and devices, and to recommend changes of repair and calibration schedules based on training and operational requirements.

To repair and/or calibrate inoperable or defective radiological instruments including diagnosis of trouble, rewiring, replacement of parts, operation and the use of multi-curies calibration source set, volt-ohm milliammeters, vacuum tubes, volt meters, impedance bridges, battery testers, cathode ray oscilloscopes and all types of hand tools.

To operate and/or supervise the operation of multi-curies calibration source sets to correct inaccuracies of high and medium range radiological instruments.

To maintain an inventory record of instruments and spare parts.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices, methods and techniques necessary to repair and/or calibrate emergency management radiological instruments; a working knowledge of basic electronic principles and circuits; the ability to operate a radiological instrument and equipment maintenance facility; the ability to supervise electronic technicians engaged in testing, installing, servicing or repairing all types of emergency management radiological instruments; the ability to assist in the training of state and local emergency management personnel to perform inspections and operability checks of radiological instruments; the ability to make analyses and recommendations relative to changes in repair and calibration schedules; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from an accredited college with a degree in either physics, electronics, radio-chemistry, nuclear engineering, radiation biology or one of the allied physical sciences; and

**Experience:** Such as may have been gained through: full-time employment in a responsible position involving electronics repair and calibration of radiological instruments and the use of radioactive material.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** Must be licensed to handle and use specific radioisotopes used in calibration and training approved by Nuclear Regulatory Commission and the State Department of Health Radiation Control Agency and must maintain such license as a condition of employment.

Class Revised: July 3, 1988

Editorial Review: 3/15/2003